

**DEPARTMENT OF CHILDREN AND FAMILIES**

**JOB OPPORTUNITY**

**Accountant  
(Fiscal Division)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current exam list or lateral transfer

**Job Posting No:** 43742

**Location:** Hartford, CT

**Hours:** 40

**Salary:** \$62,411 - \$80,682 (Annually)

**Closing Date:** January 13, 2014

**Eligibility Requirement:** Candidates must have applied for and passed the Accountant exam and be on a current certification list promulgated by the Department of Administrative Services for this classification at the time appointment to this position. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer.

**Examples of Duties:** Records complex and compound journal entries; prepares balance sheets and financial statements involving multiple accounts; analyzes and interprets accounting records and reports; assists higher level staff in planning, design and implementation of accounting procedures or systems; reviews expenditures and prepares or reviews financial statements; assists in budget management by compiling and reviewing agency manager program budget proposals, preparing estimates and calculations of projected expenditures and quarterly allotments, and preparing monthly reports; monitors fiscal aspects of grant programs by preparing or reviewing financial reports, reviewing expenditures for compliance with grant contracts, providing technical assistance to grantees in maintaining accounting records; recommends accounting related improvements to business practices such as accounting controls and financial reviews; utilizes EDP systems for financial records, reports and analysis; assists in EDP experts in planning and implementation of financial aspects of EDP systems; in addition to professional accounting tasks, may supervise bookkeeping (e.g. maintenance, balancing and reconciling of accounts), accounts payable and/or receivable functions or other accounting related paraprofessional or clerical functions; performs related duties as required.

**General Knowledge:** Knowledge of professional accounting principles and practices including knowledge of governmental accounting and budgeting; knowledge of basic auditing principles and practices; interpersonal skills; oral communication skills; ability to prepare, analyze and evaluate financial statements and other accounting records and reports; ability to analyze and evaluate accounting methods and procedures; ability to utilize EDP systems for financial management; ability to read and interpret written materials.

**General Experience:** Six (6) years of experience in accounting or auditing.

**Special Experience:** Two (2) years of the General Experience must have been at the paraprofessional level. Work at the paraprofessional level requires exercise of some independent judgment in applying basic accounting principles and may be compared to the level of a full charge bookkeeper. For state employees this is the level of Assistant Accountant

**Preferred Qualifications:** Preference will be given to candidate with experience in Federal Grants, Memorandum of Agreement/Understanding, Core-CT Billing and Accounts Receivable modules and the Federal Payment Management System.

**Substitution Allowed:** (1) College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. (2) A Master's degree in accounting may be substituted for one (1) additional year of the General Experience. (3) Certification in any of the following may be substituted for one (1) year of the General and Special Experience: Certified Public Accountant, Certified Internal Auditor. (4) Two (2) years of experience as an Assistant Accountant may be substituted for the General and Special Experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 (State Application), resume, letter of intent and three (3) letters of SUPERVISORY references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references to the address below. Please reference Job Posting No. 43742.

**DEPARTMENT OF CHILDREN AND FAMILIES  
505 HUDSON STREET  
HUMAN RESOURCES, 8<sup>TH</sup> FLOOR  
HARTFORD, CT 06106  
FAX: 860.550.6433**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.